

ENVIRONMENTAL AUDIT FORM FOR HOTEL AND MOTELS

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OPERATIONAL AREA	PROJECT AREA	PROJECT DESCRIPTION	DONE	COMPLETION DATE	ESTIMATED COST	EST. SAVINGS	RESPONSIBLE PERSON
Guest Rooms	Energy	<input type="checkbox"/> Replace incandescent light bulbs with compact fluorescents of equal or better brightness. <input type="checkbox"/> Replace incandescent light fixtures (such as wall sconces, bathroom vanity, table and floor lamps) with dedicated (hard-wired) energy-efficient light sources, such as compact fluorescent or halogens. <input type="checkbox"/> Install timers or motion sensors to turn off unused lights and HVAC..					
		<input type="checkbox"/> Replace conventional showerheads with low-flow ones (2.4 gpm). <input type="checkbox"/> Install low-flow faucet aerators (2.5 to 2.0 gpm). <input type="checkbox"/> Replace conventional toilets with low-flow toilets (1.6 gpf).					
		<input type="checkbox"/> Eliminate environmental tobacco smoke (ETS) sources by maintaining smoke-free rooms or isolated, separately-ventilated smoking rooms. <input type="checkbox"/> Substitute materials that cause irritation and allergies (such as pesticides, room freshener sprays, furniture polish, glues) with those that do not. <input type="checkbox"/> Clean rooms with environmentally preferable cleaning chemicals and solvents, including those that are low in VOCs.					
	Waste/Recycling	<input type="checkbox"/> Replace soap and shampoo packages with refillable dispensers. <input type="checkbox"/> Provide recycling bins for cans, bottles and newspapers in every room.					
	Communications	<input type="checkbox"/> Inform guests of your efforts through in-room placards and other means.					

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Hallways Lobbies and Public Areas	Energy	■ Replace incandescent hall, bathroom and lobby lights and fixtures with energy-efficient light sources or fixtures, such as compact fluorescents, HIDs or halogens.					
		■ Replace incandescent exit lights with compact fluorescent, LED, or other energy-efficient and long-lasting light sources.					
		■ Use compact fluorescent bulbs for table and floor lamps in lobbies.					
		■ Delamp hall vending machines.					
	Water	■ Install low-flow aerators (2.5 to 2.0 gpm) in faucets in public bathrooms.					
		■ Replace conventional toilets in public bathrooms with low-flow (1.6 gpf) toilets.					
	IAQ	■ Check, adjust, improve or upgrade HVAC system operations and maintenance to meet appropriate IAQ standards, as recommended by ASHRAE 62-1989.					
		■ Detect and remove sources of microbiological contamination, such as water damaged carpets, furnishing or building materials.					
		■ Use vacuum cleaners that have strong suction, good filtration and a filter bag.					
		■ Clean spills from food and beverages promptly.					
	Waste/ Recycling	■ Place recycling receptacles on each floor as an alternative to in-room recycling bins.					
	Commu- nications	■ Involve and educate the staff on conservation efforts.					
		■ Inform guests of your efforts through placards and other means.					

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Offices	Energy	<ul style="list-style-type: none"> Upgrade office lighting fixtures to energy-efficient T8 lamps with electronic ballasts. Consider energy-efficient task lights. Purchase controlling devices for computers, printers and copiers. If possible, purchase new energy-efficient equipment. 					
		<ul style="list-style-type: none"> Use local ventilation. Open, adjust or repair the air distribution system to ensure proper air distribution. Educate the staff to use air-cleaning equipment (especially air ionizers) only as complementary devices. 					
		<ul style="list-style-type: none"> Implement office paper recycling. Consider the purchase of recycled and other environmentally preferable products (e.g., remanufactured toner cartridges, copier and writing paper with recycled contents). 					
		<ul style="list-style-type: none"> Educate and involve the office staff on conservation efforts. 					
Kitchen/Laundry	Energy/Water	<ul style="list-style-type: none"> Reduce the hot water settings for kitchen and laundry where practical. Operate dish and clothes washers only with full loads. Establish a maintenance schedule for dish and clothes washers, dryers and flushing of hot water tanks. Install timers and sensors for lights and HVAC. 					

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Kitchen/ Laundry, <i>cont.</i>	IAQ	<input checked="" type="checkbox"/> Use local ventilation. <input checked="" type="checkbox"/> Select environmentally preferable cleaning chemicals and solvents, including those that are low in VOCs.					
	Waste/ Recycling	<input checked="" type="checkbox"/> Purchase supplies in bulk. <input checked="" type="checkbox"/> Eliminate excess packaging. <input checked="" type="checkbox"/> Recycle and reuse containers where practical.					
	Communi- cations	<input checked="" type="checkbox"/> Involve and inform the kitchen and laundry staff about conservation efforts.					
	Energy	<input checked="" type="checkbox"/> Maintain room air conditioners according to manufacturers' recommendations (i.e., clean or replace about once a month, clean condensers every two or three years). <input checked="" type="checkbox"/> Equip windows with glazing or films that allow light but not heat to pass through. <input checked="" type="checkbox"/> Install timers and sensors for lights. <input checked="" type="checkbox"/> Encourage employees to turn lights and other equipment off where possible.					
Grounds and General Operations	Water	<input checked="" type="checkbox"/> Consider xeriscaping—cultivating native plants and flowers to reduce water and pesticide needs—where possible. <input checked="" type="checkbox"/> Water plants and shrubs only when necessary and at night. <input checked="" type="checkbox"/> Use soaker hoses to deliver water. <input checked="" type="checkbox"/> Consider a graywater recovery system for gardening and other needs.					

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Grounds Operations cont.	IAQ	<ul style="list-style-type: none"> ■ Use sustainably harvested wood for indoor furniture. ■ Upgrade combustion appliances for efficiency and improved IAQ where possible. ■ Establish strict maintenance schedules. ■ Inspect and clean the HVAC system to remove debris and other biological contaminants. ■ Repair all leaks, and replace corroding parts and filters. 					
	Waste/ Recycling	<ul style="list-style-type: none"> ■ Develop and implement a property-wide recycling policy. ■ Establish a toxics reduction program to identify toxic and hazardous chemicals and safer substitutes. ■ Offer employees mugs and reusable cups instead of disposable ones. 					
	Communications	<ul style="list-style-type: none"> ■ Involve and inform employees in all departments of conservation efforts. ■ Establish a conservation suggestion box, and offer prizes for good conservation ideas. 					

Notes:

IAQ - Indoor Air Quality
 HID - High Intensity Discharge lamps
 HVAC - Heating, Ventilation and Air Conditioning
 LED - Light Emitting Diodes
 VOCs - Volatile Organic Compounds